



Sterling Volunteer Rescue Squad

President
46700 Middlefield Drive
Sterling, VA 20165

Established in 1964

**Winner of EMS
Magazine's**

**2006 Gold Standard
Service of the Year
Award**

Sunday, December 07, 2008

Subject: Request Approval of Sterling Rescue Retirement Points Documentation Process.

Mr. Douglas Rambo, Chairman
Loudoun County Fire Rescue
803 Sycolin Road
Leesburg, VA 20175
703-517-1350

Dear Chairman Rambo,

Per our discussion today regarding the documentation of the Sterling Rescue member's training points and in an effort to reduce duplicative data and administrative burden on our volunteers; I am requesting that our process of approving these points be considered as appropriate and valid by the Commission. Currently, SVRS uses a Microsoft Excel spreadsheet for individual members to document their hours, positions held and methods of service. In addition to this spreadsheet, our department uses data gathered from our electronic patient care report software database to document operational service. The spreadsheets are filled out and submitted by each member and are reviewed individually by a supervisor who signs off on them either in physical or electronic format. Data from both of these methods is then entered into the county's web based application for submitting these points by the SVRS Points Administrator.

This letter is requesting verification from the commission that these methods of gathering, documenting and submitting retirement points are adequate and consistent with the Fire and Rescue System Guideline governing the points system and specifically to determine if the commission requires any additional paperwork be filled out and maintained by SVRS for the purposes of points verification.

Sincerely,

Philip J. "PJ" Azzolina
President, Sterling Volunteer Rescue Squad
PJ@SterlingRescue.com